

APPROVAL BY THE BOARD FOR POSTING ON WEBSITE

ADDRESS OR NAME CHANGE

How do I notify the Board about a Name/Address change?

A: Visit [bsw.ky.gov/forms/other forms/name address change form](http://bsw.ky.gov/forms/other%20forms/name%20address%20change%20form)

Email the form to kbswinfo.gov and you will receive an email after your information has been updated.

Do I need to submit any documents for the name change?

A: Only if you would like a **new wall certificate**. Please mail a **\$25** check or money order with the form, **payable to the KY State Treasurer**. There is a section of the form to list how you would like your name to appear on the wall certificate.

APPLICATIONS

How do I apply to be a social worker in Kentucky? (This question: How do I apply for the ASWB Exam? will link back to this application question.)

A. You have to apply for a license first

- 1) Visit [bsw.ky.gov/Forms Tab/Application forms/Application for Licensure](http://bsw.ky.gov/Forms%20Tab/Application%20forms/Application%20for%20Licensure)
- 2) Complete the application
- 3) Line 5: state your current employment on this line (does not have to be social work related); please read under line 5 to provide the correct documents. If unemployed please don't leave blank.

What if I leave something out of my application packet?

- A. Your application will be deferred (on hold), and that will delay processing your application. But you will be informed by email about the missing items.

What is the application fee for applying?

A. \$25 check or money order; **payable** to the **KY State Treasurer** and mail to 44 Fountain Place, Frankfort, KY 40601

Can I apply to take the ASWB exam before I graduate?

A: Yes, 6 weeks before graduation. You will need to attach your **unofficial transcript** to your application. When you pass the exam, you will not receive a license until your official transcript arrives in the office. You can attach your official transcript to your unofficial score report after you pass the exam for a quicker process.

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OUT-OF-STATE APPLICANTS

I am not licensed in Kentucky, but I want to apply to be a licensed clinical social worker (LCSW) -- what do I need to do?

- 1) Complete and mail the application ([bsw.ky.gov/forms/application forms/application for licensure](http://bsw.ky.gov/forms/application%20forms/application%20for%20licensure))
- 2) Licensed at the Master's level for a minimum of two (2) years of full time post-master's experience, consisting of at least thirty (30) hours per week, or (3) years of part-time, consisting of at least twenty (20) hours per week.
- 3) Supervised Experience Documentation form completed by each supervisor that you received supervision from while licensed in the other state(s).

If you have been licensed in Kentucky as a CSW then you do not need to submit your Official Transcript conferring your Master's Degree in Social Work.

I am a social worker licensed by another state. How do I apply for a Kentucky license?

A: Mail a completed application to the board: [link bsw.ky.gov/forms/application forms/application for licensure](http://link%20bsw.ky.gov/forms/application%20forms/application%20for%20licensure), and include all required "official" documents (*link back to that question*).

Does Kentucky have reciprocity with any other states?

A. Not at this time.

I took the ASWB exam – will Kentucky give me credit for that exam or do I have to take it again?

A. Kentucky accepts the ASWB exam categories for Bachelor, Masters and Clinical categories of the exam.

Does Kentucky accept the ASWB Advanced Generalist exam category?

A. No.

What does it mean when I have to send something that is "official" like a transcript or ASWB Score Report?

- 1) **Official Transfer Score Report.** If you took the ASWB exam in another state, the required report is called an "**Official Transfer Score Report.**" You contact ASWB to have

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them send that directly to us (or to you). The website is www.aswb.org and their Customer Service telephone number is 888-579-3926.

- 2) **Official Transcript.** Only submit the Official Transcript from your university that **confers or awards** your degree in Social Work.
- 3) **Official Verification of License (from each state where you hold a social work license).** You can get an Official Verification of License by contacting each board where you hold a license. You may attach this form with your application or have it sent to us directly.

What do I need for an LCSW application in Kentucky?

A. 200 hours of supervision by an approved licensed clinical social worker (licensed a minimum of three years) - your supervisors will need to complete the Supervised Experience Documentation Form ([bsw.ky.gov/forms/supervision forms/supervision experience form](http://bsw.ky.gov/forms/supervision%20forms/supervision%20experience%20form));

Or

Documents that show you have been licensed in another state at the clinical level and have been engaged in the active practice of clinical social work for five (5) years.

Example: official job description(s) signed by the executive director, human resource director, or agency supervisor where the clinical social work services were provided. We will also accept letters of recommendation documenting the type of services you have provided in the clinical practice, and letters confirming that you are an approved provider for an insurance company or Medicaid.

CONTINUING EDUCATION

Link: 201 KAR 23:075.

I am worried about taking the right CE courses for renewal. Are there any pre-approved sponsors and providers when it comes to submitting CEUs?

A: Yes, *Source: 201 KAR 23:075, Section 3*

A few Pre-Approved Sponsors or Providers by this board:

1. Any of the Colleges of Social Work in Kentucky (all are accredited by the Council on Social Work Education);
2. National Association of Social Workers (or Kentucky Chapter);
3. Association of Social Work Boards; 3. Clinical Social Work Association (or the Kentucky Society of Clinical Social Workers);
4. Any of the following national associations or their affiliated state chapters: American Psychological Association; American Counseling Association; National Board for Certified Counselors; and American Psychiatric Association.

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Please note: These sponsors or providers are not approved for the KY Social Work Ethics course or the LCSW Supervision Training course; these courses have to be pre-approved by the KY Board of Social Work. The courses will have a KBSW approval number on the certificate of completion.

Where can I find a pre-approved Ethics course near my city that is pre-approved my KBSW?

A: Please visit bsw.ky.gov and click on Continuing Education tab, and then select the link to a list of approved providers. This spreadsheet will be updated monthly to help with social work license renewals.

(Attach the spreadsheet)

Where can I find a pre-approved LCSW Supervision course near my city that is pre-approved my KBSW?

A: Please visit bsw.ky.gov and click on Continuing Education tab, and then select the link to a list of approved providers. This spreadsheet will be updated monthly to help with social work license renewals.

(Attach the spreadsheet)

Where can I find a pre-approved Suicide Prevention Training course near my city that is pre-approved my KBSW?

A: Please visit bsw.ky.gov and click on Continuing Education tab, and then select the link to a list of approved providers. This spreadsheet will be updated.

(Attach the spreadsheet)

What courses are required for renewal?

Link: 201 KAR 23:075. Continuing Education

LIMIT FOR ONLINE CEs: Only one-half (1/2) of the continuing education courses can be home study, distance learning, teleconference, online or self-study courses.

Source: 201 KAR 23:075, Section 3, (2) (a) (2).

SOCIAL WORK ETHICS – ON THE KENTUCKY CODE OF ETHICAL CONDUCT: 201 KAR 23:080

- ☐ Three (3) hours of CE are required on the Kentucky Code of Ethical Conduct
- ☐ This course must be taken every renewal period
- ☐ This course must be face-to face, in person, before a live presenter

Source: 201 KAR 23:075, Section 2 (4) and Section 3 (2) (a) (3)

DOMESTIC VIOLENCE-RELATED TRAINING (one time only)

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- ☐ One time only, during the three-year cycle following initial licensure
- ☐ Three (3) hours

Source: KRS 194A.540 and 201 KAR 23:075, Section 2 (7)

PEDIATRIC ABUSIVE HEAD TRAUMA (RECOGNITION AND PREVENTION)

- ☐ One (1) time every six (6) years
- ☐ One and one-half (1.5) hours

Source: KRS 335.130 and 201 KAR 23:075, Section 2 (8)

HIV/AIDS Training

- ☐ When you first obtain a license in Kentucky (you do not have to take the test again for additional levels of licensure)
- ☐ Every third renewal period
- ☐ Two (2) hours
- ☐ **Please note:** This course is still a requirement; however, this requirement will be deleted once the regulations changes in the year 2016.

Source: 201 KAR 23:075, Section 2 (6) and KRS 214.610

SUICIDE PREVENTION TRAINING: This is a new legal requirement for social workers and other qualified mental health professionals. Social Workers need to complete the first training by July 2016.

Link: KRS 210.366

Link: Model List

- ☐ "Training program in suicide assessment, treatment, and management" means an empirically supported training program approved by the boards that contains suicide assessment including screening and referral, suicide treatment, and suicide management.
- ☐ Can be taken online as long as it meets the requirements
- ☐ At least every six (6) years
- ☐ Six (6) hours
- ☐ Please see a model listing provided by the cabinet of courses that can help assist you in your search.

(Attach a sheet of pre-approved training courses)

LCSW APPROVED SUPERVISORS: Must be approved by the KBSW; must have been a LCSW for three years, and take a 3-hour LCSW Supervision course every renewal period. This course must be face-to face, in person, before a live presenter. *Source: 201 KAR 23:075, Section 2 (5)*

APPROVED COURSES: The board approves CE courses on various topics and assigns an approval number (KBSW#), including courses on Ky. Social Work Ethics and LCSW Supervision.

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Can CEU hours roll over to MY next renewal period?

A: No.

If I take a face-to-face ethics course on the NASW Code of Ethics, does this satisfy the board's requirement for Kentucky Social Work ethics?

A: No, THE three (3) hours of CE are required on the Kentucky Code of Ethical Conduct established in 201 KAR 23:080 – a course on the NASW Code of Ethics will not meet this requirement. You can take the NASW course as an elective for credit toward your continuing education hours, but it will not count toward this requirement.

How many CEU hours are required for renewal?

A: **LCSW:** Thirty (30) hours, **CSW:** Thirty (30) hours, **LSW:** Fifteen (15) hours

GETTING LICENSED

I have passed my exam, what do I do next to get my license?

- A:** Review the approval letter that was emailed to you before you took the exam – and mail in:
- a. ASWB Unofficial Score Report;
 - b. License fee;
 - c. Certificate of completion of the HIV/AIDs course

How long is the approval process after all my items are received by the office?

A: Two-three weeks.

I passed my exam but lost my approval letter - how do I get my LSW, CSW, and LCSW license?

A: Please mail the following to the board at 44 Fountain Place, Frankfort, KY 40601:

1. A copy of your unofficial score report given to you on the day that you pass the exam;
2. Initial licensure fee of \$75.00(LSW), \$125(CSW), \$200(LCSW) check or money order, payable to KY State Treasurer; and
3. Documentation that you completed a 2 hour HIV/AIDS education training course.
 - a. You may find an approved course at <http://chfs.ky.gov/dph/epi/hiv aids/> -- under "HIV/AIDS Programs" click on the link for "CHFS-sponsored HIV/AIDS Course on Train for all Health Care Personnel."

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4. The Continued Supervision Form needs to be submitted for the LCSW license process only.

What if my ASWB unofficial score report was lost or stolen?

A: Send a cover letter stating explaining the situation along with other items to finish your licensure process. Please note that it may take longer in processing since we have to take other steps to recover the Official Score Report from ASWB.

What if I want to practice clinical social work but I'm not a LCSW?

- 1) You will need to be licensed has a CSW in Kentucky;
- 2) Be employed at an agency with Social Security and taxes withdrawn from your paycheck; and
- 3) Be supervised by an approved supervisor under a supervision contract approved by the board.

TEMPORARY PERMIT TO PRACTICE

How do I apply for a Non-Clinical or Clinical Temporary Permit?

Link: 201 KAR 23:015

- 1) Mail in a completed application (bsw.ky.gov/Forms Tab, application forms
- 2) You must be employed;
- 3) request for temporary permit;
- 4) You can only apply for a temporary permit, if you have been approved to take the ASWB Exam;

Can I send an application for exam and temporary permit at the same time?

A. Yes.

Permission to Practice under Temporary Permit

Link: 201 KAR 23:015

- 1) Non-Clinical permits are for LSW or CSW who will not be performing clinical social work activities as part of their social work practice setting.
- 2) Clinical Permits are for a CSW or LCSW who will be performing clinical social work activities as part of their social work practice setting.

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- 3) CSW or LCSW worker practicing **clinical** social work under a temporary permit shall be **under the supervision of a LCSW** who qualifies to provide supervision (pre-approved supervisor).
- 4) Clinical Work Definition: 201 KAR 23:070 section 1 (2); practice of social work that focuses on the evaluation, diagnosis, and treatment of an emotional disorder and mental illness as related to the total health of the individual and that meets the requirements of section 2 of the administrative regulation (Link to KAR).
- 5) Temporary permit shall not extend for more than 240 days or eight months after the temporary permit was approved – IT CANNOT BE RENEWED OR EXTENDED AT THE SAME PLACE OF EMPLOYMENT.
- 6) Licensed supervisor shall not serve as the supervisor for more than two (2) persons holding a temporary permit at any one (1) time
- 7) Supervision during the period of temporary practice shall be a minimum of one (1) hour of individual, face-to-face supervision per week.

LICENSE VERIFICATION

How can I verify my social work license?

A. Visit bsw.ky.gov and click on the link to "Online License Verification."

How do I get "official" verification of my social work license in Kentucky to send to another state licensing board?

A: Visit bsw.ky.gov and complete the online form; credit card accepted; cost **\$30**

What if the out of state licensing board won't accept an "electronic official verification?" can I get one mailed to me?

A. Yes, mail the form that is required by the other state licensing board to our office along with a **\$25** processing fee; check or money order, **payable to the KY State Treasurer.**

PAYMENT RECEIPT

How do I get a receipt for a payment?

A: You can email your request to lindsay.redman@ky.gov or call our office at 502-564-2350.

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SUPERVISION

Link: 201 KAR 23:070. Qualifying education and qualifying experience under supervision.

I am interested in becoming a LCSW supervisor. Can you please advise me on how to get started?

A: You must be approved by the KBSW; been a *LCSW in Kentucky* for three years, and take a 3-hour LCSW Supervision course every renewal period. This course must be face-to face, in person, before a live presenter. *Source: 201 KAR 23:075, Section 2 (5)*

(Link: Request form online under Forms/Supervision)

I've taken my Clinical exam and passed – can I stop meeting with my supervisors?

A: No. You must remain under supervision from the time you are approved to take the exam until your new license is issued by KBSW.

Can a CSW practicing clinical social work in Kentucky receive supervision outside of Kentucky?

A: No.

What are the qualifications for an approved LCSW supervisor?

A: An approved LCSW supervisor has to be: 1) licensed for three (3) years as a clinical social worker; 2) has to take an approved LCSW Supervision training course every renewal period; and 3) send a request to the board. Link: Section 2 (5)

Can the “Notice to the Client” be hung up on the wall in my office?

A: No. If a CSW is practicing under supervision of a LCSW, the CSW is required to notify in writing each client during the period of the supervision (Section 5). Please find the form on our website: [bsw.ky.gov/forms/supervision forms/notice to client](http://bsw.ky.gov/forms/supervision%20forms/notice%20to%20client).

I don't know what it means to have 60% in direct client-professional relationship?

A: Depending upon whether you are working full-time or part-time, at least 60% of your work per week must be directly working with your client.

How many hours of supervision do I have to complete for a LCSW license?

A: Supervision must total a minimum of 200 hours, which shall include individual supervision of not less than two (2) hours during every two (2) weeks of clinical social work practice.

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Can I meet with my supervisor of record for *MORE* than two hours during every two weeks for individual supervision?

A: Yes. The minimum is two (2) hours during every two (2) weeks of clinical social work practice, but you can arrange more hours. Keep in mind that a LCSW is two year's post master's experience for full time (30 hours), or three years post master's experience for part-time practice.

How much time will it take to get my supervision contract approved?

A: Average time is three weeks once all the required documents have been received. Kentucky law allows the board ninety (90) days. Link to Section 8 (5)

When do I need a new contract?

A: A new contract needs to be submitted for board approval when you change your 1) clinical practice setting or 2) supervisor of record.

What do I have to send the board if I am quitting my job?

A: You or your approved supervisor(s) can mail a termination letter to the board explaining the reason for termination (I'm moving out of state; I am taking a new job; my supervisor of record is changing (quitting, retiring, etc)).

Does my supervisor have to send anything to the board?

A. Your supervisor(s) should complete and mail the supervision experience documentation form (link) so the board can approve and document your hours under supervision.

Do I have to be employed at an agency to earn my LCSW supervision hours or can I be an independent contractor?

A. You have to be an employee with Social Security and taxes withdrawn from your paycheck – as a CSW who is practicing clinical social work, you are in “training” and you cannot practice as an independent therapist until you complete the supervision and are licensed as a LCSW by the board. You can be a **full-time** (minimum of **30** hours per week) or **part-time** employee (minimum of **20** hours per week).

If I work part-time for less than the 20-hour minimum, do I still need a supervision contract?

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- A. Yes, but you cannot count the hours under supervision if you work less than 20 hours per week.

Where can I find a pre-approved supervisor near my location?

A: Please see the link at bsw.ky.gov for a list of approved LCSW supervisors. This list will be updated monthly.

(Attach the spreadsheet)

WALL CERTIFICATE

How do I request for a new wall certificate?

A: Mail a letter or the form ([bsw.ky.gov/forms/other forms/ name address change](http://bsw.ky.gov/forms/other%20forms/name%20address%20change)) to request a new wall certificate, and include a **\$25** check or money order, **payable to the KY State Treasurer**. Please tell us how you would like your name to appear.